Opening TWP Office

I. Purpose:

The purpose of this procedure is to describe the steps to open the TWP Office.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. UNLOCK ALL 3 DOORS IN BLDG. 80, 81 & 82

B. CHECK ALL MOUSE TRAPS FOR MICE; IF A MOUSE IS FOUND, CALL PEST CONTROL/GROUNDS AT 667-8043

C. GIVE LOCATION OF WHERE MOUSE IS FOUND (TA-51, Bldg 80, 81, OR 82)

1. Room #108 fax room

   - Placed behind water bottles (under table with mail boxes)

2. Kitchen

3. Room #134 Conference room

   - Left side of entrance (against east wall)

D. TURN COPIER ON IN ROOM #126

1. Press black button on the front of the copier right below the screen

E. UNFORWARD PHONE FROM ANSWERING SERVICE

1. Pick up line 7-1186

2. Dial *85 (hang up)

F. CHECK FOR MESSAGES WITH ANSWERING SERVICE

1. The answering service should automatically fax us our messages once we have untransfered the line.

2. If not, Call New Mexico Communications at 988-7900.

3. Give them your name and tell them you are calling in for messages.

4.   REFER TO *PRO(TWPPO)-036.000, TAKING PHONE MESSAGES*

G. **CHECK VOICE MAIL (ONLY IF LINE 7-1186 INDICATES THAT THERE IS VOICE MAIL**

1.   Pick up line 7-1186

2.   Dial 7-5286

3.   At the prompt, dial the security code, 276897 (ARMTWP) then pound (#)

4.   Save any messages that are unclear or have a long detailed message

H. **DISTRIBUTE ANSWERING SERVICE AND VOICE MAIL MESSAGES AS SOON AS POSSIBLE**

1.   REFER TO *PRO(TWPPO)-036.000, TAKING PHONE MESSAGES*

I. **CHECK FAX MACHINE FOR INCOMING FAXES AND DISTRIBUTE AS SOON AS POSSIBLE**

1.   REFER TO *PRO(TWPPO)-037.000, Distributing Incoming Foreign & Domestic Faxes*

V. References:

None.